



DISTRICT OF COLUMBIA COURTS POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 04-05-032	OPENING DATE: 04-22-05	CLOSING DATE: 05-20-05	OPEN TO ALL APPLICANTS
POSITIONS: Courtroom Clerk JS 945-07 Bilingual (Spanish-Speaking) Courtroom Clerk JS 945-07/3 Deputy Clerk JS 945-06 Bilingual (Spanish-Speaking) Deputy Clerk JS 945-06/3	TYPE OF APPOINTMENT: Career Service	SALARY RANGE: Courtroom Clerk: \$35,452 - \$46,088 Deputy Clerk: \$31,903 - \$41,474 DC Courts non-judicial employees receive federal retirement and benefits.	
DIVISION: Courtwide	LOCATION: 500 Indiana Ave., NW	Tour of Duty: Full-time	
Courtroom Clerk has promotional potential to grade JS-9. Deputy Clerk has promotional potential to grade JS-8			
This announcement will create four rosters for all Superior Court Courtroom Clerk and Deputy Clerk vacancies. Submit one application, indicating that you are applying for Courtroom Clerk, Bilingual Courtroom Clerk, Deputy Clerk, and/or Bilingual Deputy Clerk.			
COURTROOM CLERK: BRIEF DESCRIPTION OF DUTIES: The Courtroom Clerk assembles all cases to be heard by the court prior to the judge taking the bench. Records court proceedings and decisions on official court documents. Administers oaths to witnesses and impanels juries. Prepares judicial summonses, bench warrants, arrest warrants and other legal documents as directed by a judge. Identifies and accounts for exhibits. Advises defendants of rights and penalties for violation of conditions of release. Manages the courtroom, and performs administrative support as assigned. MINIMUM QUALIFICATIONS: Bachelor's degree in criminal justice, public or business administration, liberal arts, or a related degree; or three years of relevant experience utilizing written and oral communication skills. Experience working on a personal computer in a Windows environment required. Some familiarity with the criminal justice system, judicial branch or legal terminology preferred. For education credit, submit a copy of your transcript/diploma.			
DEPUTY CLERK: BRIEF DESCRIPTION OF DUTIES: The Deputy Clerk works in the operational divisions of the District of Columbia Courts providing secure administrative and clerical support as assigned, and providing effective customer-service to the public, judicial officers, attorneys or staff. Duties include some or all of the following: assist general public, attorneys, judicial officers or staff; review and process documents or orders; complete forms; provide or receive information; enter or retrieve data using automated databases or manual logs; schedule calendars, appointments, juries or services; collect or compile statistical data; administer oaths or affirmations; type correspondence, reports or other documents; file jackets or case documents. MINIMUM QUALIFICATIONS: High-school diploma or GED, plus two years of clerical or administrative experience. Experience working on a personal computer in a Windows environment preferred. Further education or relevant training may substitute for experience.			
ONLY COURTROOM CLERK APPLICANTS ARE REQUIRED TO RESPOND TO SUPPLEMENTAL RANKING FACTORS.			
SUPPLEMENTAL RANKING FACTORS: The following factors will be used to rate additional qualifications for the courtroom clerk position, above the minimum qualifications required. Please describe experience, training or education that indicates your level of qualification for each factor. Failure to respond to the ranking factors will disqualify you from further consideration.			
<ol style="list-style-type: none">1. Ability to communicate effectively, orally and in writing, in order to interact effectively with the judicial, legal and social services communities, as well as with court staff and the public.2. Ability to read and interpret written documents.3. Ability to apply procedural guidelines using independent judgment.			
SELECTION PROCESS: Testing will be required of qualified candidates for all positions in keyboarding (40 WPM correct ed for errors), language arts (grammar, punctuation, and spelling) and records management (alpha and numeric filing). In addition, bilingual candidates must pass a test assessing the ability to speak, read and write Spanish. An interview may be required of the highest qualified candidates. Selecting officials will conduct reference checks and may consider corrective action files and performance appraisals before making final selections.			
Submit Court Application and Ranking Factor responses to: District of Columbia Courts, Human Resources Division, 500 Indiana Avenue, NW, Washington, DC 20001 For further information, call (202)879-0496 or visit our website at www.dccjobs.gov			
It is the policy and practice of the District of Columbia Courts to hire and promote employees based on qualifications and merit only, without regard to race, color, religion, sex, age, disabilities, national origin, marital status, personal appearance, sexual orientation, family responsibilities, matriculation, political			

affiliation, source of income, or place of residence or business.